



Department: Business Affairs  
Policy Number: SAF-A015  
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## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### VISITOR POLICY

Except on occasions such as athletic events, open house and similar public events; all visitors to a school will report to the school office when entering the school and will check in via the District Visitor Management System Procedure ([SAF-P011](#)). Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Visitor badges shall be issued for all persons other than students, employees of the school, or other District employees as indicated in ([SAF-P011](#)).

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

#### Visitor Code of Conduct

Persons who come onto school property shall be under the jurisdiction of the school administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave according to the Code of Conduct specified in this part. This Code of Conduct applies to all families, volunteers, and visitors who interact with schools and offices in the Clarksville-Montgomery County School District. Specifically, actions that are prohibited include, but are not limited to:

1. Acting in a threatening manner (i.e., gross disrespect, threatening, using loud or offensive or profane language, swearing, or displaying temper, or causing disruption to professional or academic climate) toward any staff member or student;
2. Approaching someone else's child in order to discuss an issue or chastise them. (Such an approach to a child may be seen as an assault on that child and may have legal consequences);
3. Injuring any other person or threatening to do so;
4. Damaging or destroying school property, or threatening to damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property;
5. Disrupting classes, school programs or other school activities;
6. Sending abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication;
7. Recording or videotaping any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff),

unless all participants to the conversation have given their permission for the recording or videotaping;

8. Misusing social media for cyberbullying and/or to publicly humiliate another by inappropriate social network entry;
9. Disrupting school transportation or confronting transportation staff on the bus, the road, in neighborhoods, or on school system grounds, or enter upon a school bus without express permission to do so;
10. Distributing or wearing materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, appear libelous, obstruct the rights of others, or are disruptive to the school program;
11. Intimidating, harassing or discriminating against any person on the basis of race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability or age;
12. Entering any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
13. Obstructing the free movement of any person in any place to which this code applies;
14. Violating the traffic laws, parking regulations or other restrictions of vehicles while on school property;
15. Possessing, consuming, selling, distributing or exchanging alcoholic beverages, tobacco, tobacco products, vaping products, controlled substances, or being under the influence on school property or at school functions;
16. Possessing or using firearms or dangerous weapons in or on school property or at any school function, except in the case of law enforcement officers;
17. Loitering on school property or at school functions;
18. Gambling on school property or at school functions;
19. Refusing to comply with any reasonable order of identifiable school district officials performing their duties;
20. Willfully inciting others to commit any of the acts prohibited by this code; or
21. Violating any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

Principals or their designees and school security have the authority to enforce the Code of Conduct for Families, Volunteers and Visitors, as well as all district policies and procedures. As specified in this Code of Conduct, violations could also occur through virtual spaces, or on a school bus such that there is a disruption to teachers, students, or the learning process.

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from, or otherwise banned from campus and participation in school-sponsored activities. In situations involving lesser infractions or where remediation is viable, a verbal warning will be provided. Should a parent/guardian or visitor fail to heed the direction issued in the verbal warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child's educational needs, nor will a parent/guardian be excluded from meetings regarding their child's education and performance.

The principal shall engage law enforcement officials when he/she believes the situation warrants such measures, and appropriate consequences for any prohibited conduct as outlined in state law may be applied.

Associated Documents: [SAF-P011](#) – District Visitor Management System Procedure

**Legal References:**

1. T.C.A. §49-2-303(b)(4)
2. T.C.A. §49-6-2008
3. T.C.A. §49-6-4020

**Revision History:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
5/9/22		Initial Release
7/22/24	A	Added the Code of Conduct section (Numbers 1-21). Edited the last two paragraphs to more fully enumerate the principal's authority to enforce the Code of Conduct for Visitors. <sup>1</sup>

**\*\*\* End of Policy \*\*\***

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<sup>1</sup> Reviewed by Carol Joiner, #16760